

# FSSA CLAIMS PROCESSING DEADLINE DATES FOR AUGUST 2009

REVISED 07/29/2009

**Below are the deadline dates for FSSA Administrative Services to process claims so that payment will be made PRIOR to the Auditor of State's Office shutting down for the PeopleSoft/ENCOMPASS implementation.**

Division	Payment/Program Type	Last Service Date Possible to Claim (Do not claim future service dates)	Received by FSSA Administrative Services from Vendor/Employee/Interface No Later Than Close of Business on:	FSSA Internal Approval and PeopleSoft Coding Completed and Returned to FSSA Administrative Services No Later Than Close of Business on:	Notes
ALL	Staples Supply Orders	N/A	N/A	Friday August 21, 2009	Orders will not be placed again until September 16, 2009 or after.
ALL	Travel Payments to Employees	Tuesday August 18, 2009	Wednesday August 19, 2009 (Originals only)	Friday August 21, 2009	
ALL	Contracted Services through CMS	Saturday August 15, 2009	Tuesday August 17, 2009 (Paper / Fax / e-Mail Accepted)	Friday August 21, 2009	
ALL	PeopleSoft Requisitions Confirming Payments	N/A	Tuesday August 18, 2009	Thursday August 20, 2009	This applies to payments/invoices only - not the ordering of goods or services.
ALL	Purchase Orders (New Orders Under \$75,000)	N/A	See IDOA Deadline for Purchases \$75,000 and over	Friday August 7, 2009	<b>BUYERS</b> - ALL POs due to PAYERS no later than <b>8/21/2009</b> . Do NOT create any more white POs after this point.
AGING	RCAP Vendors/Co. Homes	N/A	Friday August 21, 2009	N/A	Payment for the month of August
AGING	RCAP Clients	N/A	Friday August 21, 2009	N/A	Payment for the month of September
DDRS	BDDS Vendor Payments	Thursday August 20, 2009	Friday August 21, 2009	N/A	
DDRS	Disability Determination (Shadeland)	Thursday August 20, 2009	Friday August 21, 2009	N/A	
DDRS	Vocational Rehabilitation Client Srvs Payments (IRIS Interface)	Friday August 21, 2009	Monday August 24, 2009 (Paper / Fax / e-Mail Accepted)	N/A	Local VR Offices will need to overnight in any claims the week of 8/17/09-08/21/2009
DFR	Boys and Girls Club	Thursday August 20, 2009	Friday August 21, 2009	N/A	
DFR	IMPACT Client Supportive Svs (HV)	Thursday August 20, 2009	Friday August 21, 2009	N/A	
DFR	IMPACT Vendor Supportive Services	Thursday August 20, 2009	Friday August 21, 2009	N/A	
DMHA	Access to Recovery (ATR Interface)	Thursday August 20, 2009	Friday August 21, 2009	N/A	
Financial Mgmt.	Brown Sheet - Related Payments	N/A	N/A	Friday August 21, 2009	
OMPP	Supplemental Assistance for Personal Needs	N/A	Friday August 21, 2009	N/A	Checks will be dated/mailed September 1, 2009

**NOTES:** **DO NOT** hold claims until a deadline date. Send for processing as soon as possible.

Claims received after a deadline date will not be paid until AFTER September 16, 2009.

**AFTER** a deadline date has been reached, **continue** to process claims normally and forward to FSSA Administrative Services. FSSA Administrative Services will hold the paper claims until entry can begin again.

Payroll is **NOT** effected by the Auditor's Office moving to PeopleSoft/ENCOMPASS.

**EMERGENCY SITUATIONS SHOULD BE BROUGHT TO THE IMMEDIATE ATTENTION OF SCOTT BLAKE**